

35 Property

35.1 Property Overview

If Government property is lost, damaged, destroyed or unreasonably consumed, the Government must determine liability. The Property screens are for information to assist in tracking the actions taken and progress made concerning the liability. This function was modified for the DIRAMS Version 5 release.

Note: Currently, you cannot enter certain special characters (e.g., apostrophes and semicolons) into some data boxes.

Property (Screen 1 of 2) For Official Use Only

File Edit Functions Administration Help

Icons: Save, Print, Copy, Paste, Previous, Next, Find, Help, etc.

CAD Code: Contract Type: District:

Case Number: Date Established: Prop. Admin. Code:

Contract No.: Flight Risk: ☐ Yes ☐ No CAGE Code:

Contractor Name: Contractual Coverage:

Status of Case: ☐ Active/Open Case ☐ Closed Case DoD Property: ☐ Yes ☐ No

Type of Property: Number of Items: Total Acquired Value:

Loss: ☐ Yes ☐ No Damaged: ☐ Yes ☐ No Theft: ☐ Yes ☐ No Destroyed: ☐ Yes ☐ No

Liability Value: Govt. Portion: Contractor Portion:

Disposal Action: Action or Recommendation:

Adjustment: ☐ Found

Figure 35-1 Property Screen

35.1.1 To Add or Create New Record



Insert
Icon

1. To add (insert) a new record, click the **Insert** icon on the tool bar or select **File: New** from the menu bar. The system prepares the screen for you to enter the requested information.
2. Enter the requested information, then save your work.

35.1.2 To Move to the Next Screen



Next Page
Icon

After you enter the information requested on screen 1, click the **Next Page** icon on the tool bar or select **Edit: Next Page** from the menu bar to open screen 2.

35.1.3 To Move to the Previous Screen



Previous
Page Icon

You can return to a previous screen by clicking the **Previous Page** icon on the tool bar or selecting **Edit: Previous Page** from the menu bar.

35.1.4 To Add Multiple New Records



Cancel
Icon

If you have to enter multiple new records, enter one record. Then save the current record by clicking the **Save** icon on the tool bar or selecting **File: Save** from the menu bar. Then to clear the screens for your next new record, either click the **Cancel** icon or select **File: Cancel**.

or

Click on the **Insert** icon on the tool bar or select **File: New** from the menu bar. A message box appears informing you that unsaved changes exist, and asking you if you want to save them. Click **Yes** to save. If you click **Yes**, a message informs you of a successful save. Click **OK** to close this message. The system prepares the screen for another entry. (Or click **No** on the unsaved changes message box if you do not want to save. Or click **Cancel** to return to the current record instead of inserting a new one.)

35.1.5 To View or Edit Existing Record



1. Click the **Search** icon on the tool bar or select **File: Open** from the menu bar. When you do, a Search window (Figure 35-2) appears.

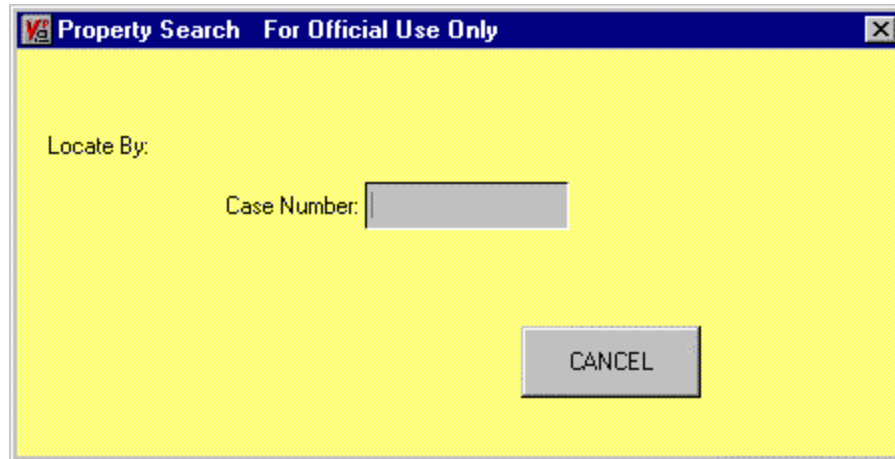


Figure 35-2 Property Search Pop-Up Window

2. Type in the desired **Case Number** (9 digits where positions 1 and 2 are the CAO code; positions 3 and 4 are the last two digits of the current year; positions 5 and 6 represent the current month (01 = January, 02 = February, etc.); and positions 7-9 are the assigned case #).
3. Press **Tab** or **Enter**. The **OK** button appears.

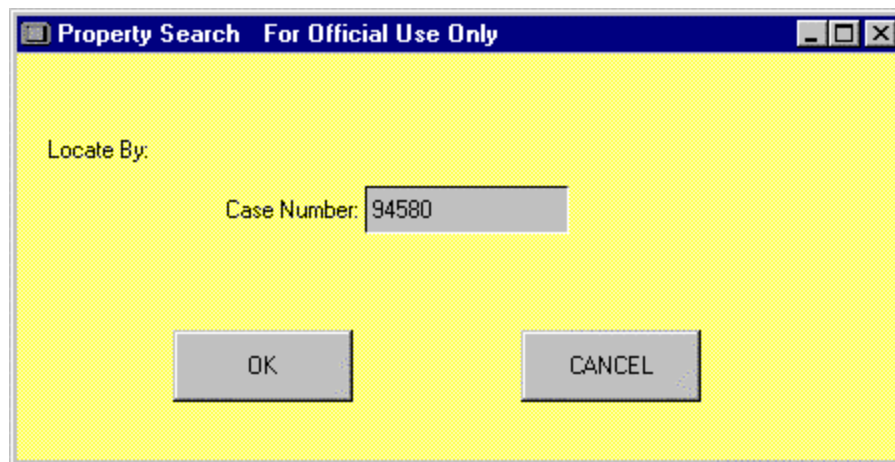


Figure 35-3 Property Search Results Pop-Up Window

4. Click **OK**. The record is displayed on the Property screen where you can view, edit or delete it.

or

Click **Cancel** to close the Search window.

Note: If no record is found matching the information you entered, a pop-up window appears (Figure 35-4). Click **OK** to close the window. You can then choose to search for a record again, add a record, go to another Metrics function or exit the Metrics application.

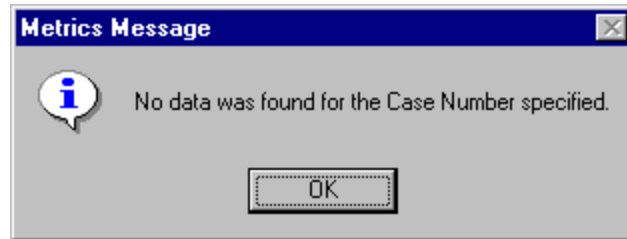


Figure 35-4 No Data Found Pop-Up Message

35.1.6 To Close a Record

1. Enter values (if not already entered) in the following boxes:
 - **Liability Value**
 - **Govt. Portion**
 - **Contractor Portion**
 - **Action or Recommendation** (Your selection here determines the functionality on screen 2.)
2. Click the **Closed Case** circle for **Status of Case** on screen 1.
3. Save your work.

35.2 Property Screen 1 of 2

When you select Property from the Menu screen or another Metrics function screen, and the Property screen (Figure 35-1) opens, you can either insert a new record (Section 35.1.1) or search for an existing one to open (Section 35.1.5). The delete procedure is explained in Chapter 6.

Property (Screen 1 of 2) For Official Use Only

File Edit Functions Administration Help

CAD Code: 35.2.1.1 Contract Type: 35.2.1.2 District: 35.2.1.3

Case Number: 35.2.1.4 Date Established: 35.2.1.5 Prop. Admin. Code: 35.2.1.6

Contract No.: 35.2.1.7 Flight Risk: ☐ Yes ☐ No 35.2.1.8 CAGE Code: 35.2.1.9

Contractor Name: 35.2.1.10 Contractual Coverage: 35.2.1.11

Status of Case: ☐ Active/Open Case ☐ Closed Case 35.2.1.12 35.2.1.13 DoD Property: ☐ Yes ☐ No

Type of Property: 35.2.1.14 Number of Items: 35.2.1.15 Total Acquired Value: 35.2.1.16

35.2.1.17 Loss: ☐ Yes ☐ No 35.2.1.18 Damaged: ☐ Yes ☐ No 35.2.1.19 Theft: ☐ Yes ☐ No 35.2.1.20 Destroyed: ☐ Yes ☐ No

Liability Value: 35.2.1.21 Govt. Portion: 35.2.1.22 Contractor Portion: 35.2.1.23

Disposal Action: 35.2.1.24 Action or Recommendation: 35.2.1.25

Adjustment: ☐ Found 35.2.1.26

Figure 35-5 Property Screen 1 Fields
(Numbers in data boxes refer to section numbers.)

35.2.1 Fields for Property Screen 1 of 2

35.2.1.1 CAO Code

This is for the SDW/SICM code (2-5 alphanumeric characters) that identifies the Contract Administration Office (CAO). This is a required field.

Note: If the CAO Code is not automatically populated, you must enter your own CAO Code. If you enter any other CAO Code, a message appears informing you that the CAO Code you entered does not match the CAO Code associated with the logon ID, and that you should reenter the CAO. Click **OK** to close the message.

35.2.1.2 Contract Type

Select (click on or highlight) the contract type that specifies the type of pricing provisions for the contract from this list (e.g., BOA/BPA, Firm Fixed Price, Cost Type, etc.). This is a required field.

35.2.1.3 District

This is for DCMC District identifier (2-5 alphanumeric characters) associated with the contract. It is protected and automatically populated based on the Username entered during the log-on procedure.

35.2.1.4 Case Number

Enter the assigned case number (9 digits). Positions 1 and 2 are the CAO code. Positions 3 and 4 are the last two digits of the current year. Positions 5 and 6 represent the current month (01 = January, 02 = February, etc.). Positions 7-9 are the assigned case #. This is a required field. Dates cannot be postdated.

For multiple locations using the same CAO code, the District assigns positions 7-9 to local offices (i.e., office X uses numbers 001—300; office Y uses numbers 301—600; and office Z uses numbers 601—999).

35.2.1.5 Date Established

This is for the date (MMDDYY, MM/DD/YY or DD-MON-YYYY format) on which the case is entered into the computer. It is protected and automatically populated with the current (system) date.

35.2.1.6 Prop. Admin. Code

Enter the code (3 alphanumeric characters) that identifies a specific Property Administrator. This is a required field.

35.2.1.7 Contract No.

Enter the contract identifier (up to 18 alphanumeric characters). This is a required field.

Note: The number you enter is validated against SDW/SICM. If it is valid, the **CAGE Code** and **Contractor Name** fields are automatically populated and protected. If it is not valid, the **CAGE Code** and **Contractor Name** fields are blank and protected.

35.2.1.8 Flight Risk

Click in the circle in front of **Yes** if property under the Flight Risk Clause DFARS 252.228-7001 (e.g., aircraft) is involved; otherwise, click in the circle in front of **No**. This is a required field.

35.2.1.9 CAGE Code

This is for the 5-character (alphanumeric) Commercial and Government Entity (CAGE) Code that identifies the contractor/location. It is protected and automatically populated if you entered a valid **Contract No.** (35.2.1.7); otherwise, it is blank and protected.

35.2.1.10 Contractor Name

This is for the contractor's name. It is protected and automatically populated if you entered a valid **Contract No.** (35.2.1.7); otherwise, it is blank and protected.

35.2.1.11 Contractual Coverage

Select (click on or highlight) the applicable contract clause from this list. The choices are shown on the table below. This is a required field.

FAR Clause	Description
FAR 52.245-2	Fixed Price Contracts (with alternates)
FAR 52.245-4	Government-Furnished Property (Short Form)
FAR 52.245-5	Cost-Reimbursement, Time & Material or Labor-Hour Contracts
FAR 52.245-7	Consolidated Facilities Contracts
FAR 52.245-10	Facilities Acquisition Contracts
FAR 52.245-11	Facilities Use Contracts
Other	

35.2.1.12 Status of Case

Click in the circle in front of **Closed** if either (but not both) of conditions listed below is true. If neither is true, select the circle in front of **Active/Open**.

- The Government has relieved the contractor of its responsibility. If this is the case, the **Action or Recommendation** (35.2.1.25) should be **Relieved** and a date should be entered in the **Date Relieved** box (35.3.1.6) on screen 2.
- The Government has determined that the contractor is liable for the LDD and the contractor has paid the contractor portion of the liability. If this is the case, the **Action or Recommendation** (35.2.1.25) should be **Liable** and a date should be entered in the **Date of Check** box (35.3.1.5) on screen 2.

Note: The default is **Active/Open**. This is a required field.

35.2.1.13 DoD Property

Click in the circle in front of **Yes** if Department of Defense property is involved; otherwise click in the circle in front of **No**. This is a required field.

35.2.1.14 Type of Property

Select (click on or highlight) the classification of the property from this list. The choices are Special Tooling (**ST**), Special Test Equipment (**STE**), Plant Equipment (**PE**), Material (**MAT**), Agency Peculiar Property (**APP**) and **Other**. If you select **Other**, you must explain in the **Remarks** data box (35.3.1.7) on the screen 2. This is a required field.

Note: You can only enter one Type of Property for each record.

35.2.1.15 Number of Items

Enter the number of items (up to 5 digits) that were lost, damaged, stolen (theft) or destroyed. This is a required field.

35.2.1.16 Total Acquired Value

Enter the whole dollar value (up to 12 digits) of the items lost, damaged, stolen (theft) or destroyed. This is a required field.

Note: If you select **Adjustment Found** (35.2.1.26), any value in this box is changed to zero (0).

35.2.1.17 Loss

Select the circle in front of **Yes** if the current record represents a loss. If you select **Yes** here, the system automatically selects the circle in front of **No** for **Damaged** (35.2.1.18), **Theft** (35.2.1.19) and **Destroyed** (35.2.1.20). To deselect a circle, double click on it.

Note: You can only select one of the **Yes** buttons (**Loss**, **Damaged**, **Theft** or **Destroyed**). If two or more cases apply to a particular item (i.e., it was stolen and then destroyed in a fire), you should make multiple Property entries as needed, with appropriate explanations in the **Remarks** section on screen 2. You must give each entry a unique Case number.

35.2.1.18 Damaged

Select the circle in front of **Yes** if the current record represents a damaged item(s). If you select **Yes** here, the system automatically selects **No** for **Loss** (35.2.1.17), **Theft** (35.2.1.19), and **Destroyed** (35.2.1.20). To deselect a circle, double click on it.

Note: You can only select one of the **Yes** buttons (**Loss**, **Damaged**, **Theft** or **Destroyed**). If two or more cases apply to a particular item (i.e., it was stolen and then destroyed in a fire), you

should make multiple Property entries as needed, with appropriate explanations in the **Remarks** section on screen 2. You must give each entry a unique Case number.

35.2.1.19 Theft

Select the circle in front of **Yes** if the current record represents a stolen item(s). If you select **Yes** here, the system automatically selects **No** for **Loss** (35.2.1.17), **Damaged** (35.2.1.18) and **Destroyed** (35.2.1.20). To deselect a circle, double click on it.

Note: You can only select one of the **Yes** buttons (**Loss**, **Damaged**, **Theft** or **Destroyed**). If two or more cases apply to a particular item (i.e., it was stolen and then destroyed in a fire), you should make multiple Property entries as needed, with appropriate explanations in the **Remarks** section on screen 2. You must give each entry a unique Case number.

35.2.1.20 Destroyed

Select the circle in front of **Yes** if the current record represents a destroyed item(s). If you select **Yes** here, the system automatically selects **No** for **Loss** (35.2.1.17), **Damaged** (35.2.1.18) and **Theft** (35.2.1.19). To deselect a circle, double click on it.

Note: You can only select one of the **Yes** buttons (**Loss**, **Damaged**, **Theft** or **Destroyed**). If two or more cases apply to a particular item (i.e., it was stolen and then destroyed in a fire), you should make multiple Property entries as needed, with appropriate explanations in the **Remarks** section on screen 2. You must give each entry a unique Case number.

35.2.1.21 Liability Value

Enter the whole dollar value (up to 12 digits) of the loss and/or damage and/or theft and/or destruction sustained. This is a required field if you are closing a record.

This value must be the same as **Total Acquired Value** (35.2.1.16) if you selected the circle in front of **Yes** for **Loss**, **Theft** or **Destroyed**. If you selected the circle in front of **Yes** for **Damaged**, **Liability Value** must equal the sum of the **Govt. Portion** and the **Contractor Portion** (Liability Value = Govt. Portion + Contractor Portion).

Notes: You can enter a value only if you are working with a record that has been saved (i.e., you are not creating a new record).

If you select **Adjustment Found** (35.2.1.26), any value in this box is changed to zero (0).

35.2.1.22 Govt. Portion

Enter the whole dollar value (up to 12 digits) of the Government's portion of the **Liability Value** (35.2.1.21). This is a required field if you are closing a record.

The **Govt. Portion** must be the same as the difference between the **Liability Value** and the **Contractor Portion** (35.2.1.23) (Govt. Portion = Liability Value - Contractor Portion).

Notes: You can enter a value only if you are working with a record that has been saved (i.e., you are not creating a new record).

If you select **Adjustment Found** (35.2.1.26), any value in this box is changed to zero (0).

35.2.1.23 Contractor Portion

Enter the whole dollar value (up to 12 digits) of the contractor's portion of the **Liability Value** (35.2.1.21). This is a required field if you are closing a record.

The **Contractor Portion** must be the same as or less than the difference between the **Liability Value** and the **Govt. Portion** (35.2.1.23) (Contractor Portion = Liability Value - Govt. Portion).

Notes: You can enter a value only if you are working with a record that has been saved (i.e., you are not creating a new record).

If you select **Adjustment Found** (35.2.1.26), any value in this box is changed to zero (0).

35.2.1.24 Disposal Action

Enter a brief description (up to 12 alphanumeric characters) of the type of action taken; e.g., Plant Clearance, Abandoned, Scrapped.

Note: You can enter a value only if you are working with a record that has been saved (i.e., you are not creating a new record).

35.2.1.25 Action or Recommendation

Select (click on or highlight) the action or recommendation (up to 30 alphanumeric characters) concerning the loss, damage, theft or destruction from this list. If you select **Relieved**, you must also enter the **Date Relieved** (35.3.1.6). This is a required field if you are closing a record.

If you select **Liable**, you must enter the following on screen 2:

- **Status of System**
- **Date to ACO**
- **Amount Assessed**
- **Date Demand Ltr.**
- **Date of Check** or **Date Relieved**

If you select **Relieved**, you must enter the following on screen 2:

- **Status of System**
- **Date Relieved**

If you select **Other**, you must enter the following on screen 2:

- **Status of System**

- **Date to ACO**
- **Amount Assessed**
- **Date Demand Ltr.**

Notes: You can enter a value only if you are working with a record that has been saved (i.e., you are not creating a new record).

If you select **Other**, you should explain in the **Remarks** data box (35.3.1.7) on the bottom of the screen.

35.2.1.26 Adjustment

Select (click in) the **Adjustment: Found** checkbox if an adjustment to the report is being made because the property was found.

Notes: You can enter a value only if you are working with a record that has been saved (i.e., you are not creating a new record).

If you select this checkbox, the system automatically sets all values in the following boxes to zero (0): **Liability Value** (35.2.1.21), **Govt. Portion** (35.2.1.23), **Contractor Portion** (35.2.1.23), **Total Acquired Value** (35.3.1.3) and **Amount Assessed** (35.3.1.3).

35.3 Property Screen 2 of 2

Property screen 2 includes the amount assessed in the case, several date fields, and an area for entering your remarks.

Property (Screen 2 of 2) For Official Use Only

File Edit Functions Administration Help

Status of System: 35.3.1.1 Date to ACO: 35.3.1.2 Amount Assessed: 35.3.1.3

Date Demand Ltr.: 35.3.1.4 Date of Check: 35.3.1.5 Date Relieved: 35.3.1.6

Remarks: 35.3.1.7

*Figure 35-6 Property Screen 2 Fields
(Numbers in data boxes refer to section numbers.)*

35.3.1 Fields for Property Screen 2 of 2

35.3.1.1 Status of System

Select (click on or highlight) the status of the contractor's property control system (**Sat**, **Unsat**, or **Withdrawn**) from this list. This field is required to close a record.

Note: You can enter a value only if you are working with a record that has been saved (i.e., you are not creating a new record).

35.3.1.2 *Date to ACO*

Enter the date (MMDDYY, MM/DD/YY or DD-MON-YYYY format) on which the property administrator recommends liability to the ACO. This date must be the same as or earlier than the current date (Date to ACO \leq system date).

Notes: You can enter a value only if you are working with a record that has been saved (i.e., you are not creating a new record).

You must enter a value if you selected **Liable** or **Other** as the **Action or Recommendation** (35.2.1.25) on screen 1. You cannot enter a value if you selected **Relieved** as the **Action or Recommendation**.

35.3.1.3 *Amount Assessed*

Enter the dollar value (up to 12 digits) of the liability. The amount assessed should not exceed the **Total Acquired Value** (35.3.1.3).

Notes: You can enter a value only if you are working with a record that has been saved (i.e., you are not creating a new record).

You must enter a value if you selected **Liable** or **Other** as the **Action or Recommendation** (35.2.1.25) on screen 1.

You cannot enter a value if you selected **Relieved** as the **Action or Recommendation**.

If you select **Adjustment Found** (35.2.1.26) on screen 1, any value in this box is changed to zero (0).

35.3.1.4 *Date Demand Ltr.*

Enter the date (MMDDYY, MM/DD/YY or DD-MON-YYYY format) of the Administrative Contracting Officer's letter to the contractor.

Notes: You can enter a value only if you are working with a record that has been saved (i.e., you are not creating a new record).

You must enter a value if you selected **Liable** or **Other** as the **Action or Recommendation** (35.2.1.25) on screen 1.

You cannot enter a value if you selected **Relieved** as the **Action or Recommendation** (35.2.1.25).

35.3.1.5 *Date of Check*

Enter the date (MMDDYY, MM/DD/YY or DD-MON-YYYY format) on which payment, a check or its equivalent, was submitted by the contractor to settle the liability.

Notes: You can enter a value only if you are working with a record that has been saved (i.e., you are not creating a new record).

You must enter either the **Date of Check** or the **Date Relieved** (35.3.1.6) if you selected **Liable** as the **Action or Recommendation** (35.2.1.25) on screen 1.

You cannot enter a value if you selected **Relieved** as the **Action or Recommendation**.

35.3.1.6 **Date Relieved**

Enter the date (MMDDYY, MM/DD/YY or DD-MON-YYYY format) on which the property administrator relieved the contractor. This date must be the same as or earlier than the current date (Date Relieved \leq system date).

Notes: You can enter a value only if you are working with a record that has been saved (i.e., you are not creating a new record).

You must enter either the **Date of Check** (35.3.1.5) or the **Date Relieved** if you selected **Liable** as the **Action or Recommendation** (35.2.1.25) on screen 1.

You must enter a value if you selected **Relieved** as the **Action or Recommendation**.

You cannot enter a value if you selected **Other** as the **Action or Recommendation**.

35.3.1.7 **Remarks**

Enter any other pertinent remarks (up to 250 alphanumeric characters) about the liability case. This is a required field if you selected **Other** for **Type of Property** (35.2.1.14).

Note: If you enter more than the allowed number of characters, a message pops up when you **Tab** out of the text box. You must then edit the text so that it contains no more than the maximum allowed number of characters before you can save the record.
